



HORIZON UPTOWN HOMEOWNER RESIDENTIAL IMPROVEMENT GUIDELINES  
February 15, 2021

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## I. INTRODUCTION

1.1 Basis for Guidelines. These Residential Improvement Guidelines are intended to assist homeowners living in Horizon Uptown in implementing home improvements to their property. The Restrictive Covenants establishing the Design Review Board require prior approval before construction, installation, erection, or alteration of any structure, attachment to any structure, or landscaping of any lot in Horizon Uptown shall be made. For instance, any change to existing landscaping, new landscaping, or change to the final grade of property; the construction or installation of any accessory building, patio, deck, pool, or hot tub; the demolition or removal of any building or other improvement including changing paint colors must be submitted for prior approval. In order to assist homeowners, the Design Review Board intends to establish certain pre-approved designs for several types of improvements and to exempt certain improvements from the requirement for approval. This booklet contains the guidelines established by the Board of Directors with respect to residential property.

1.2 Contents of Guidelines. In addition to the introductory material, these Guidelines contain (A) a listing of specific types of improvements that homeowners might wish to make with specific information as to each of these types of improvements and (B) a summary of procedures for obtaining approval from the Horizon Uptown Design Review Board.

1.3 Design Review Board. The Horizon Uptown Design Review Board consists of five (5) members, all of whom are appointed by the Board of Directors and are to review requests for improvement/design approval.

1.4 Design Review Board Address and Phone.

Horizon Uptown Design Review Board  
c/o Lendlease  
P.O. Box 310  
Watkins, CO 80137  
Karen Voit (karen.voit@lendlease.com)

1.5 Effect of Community and Supplemental Resolutions. The Restrictive Covenants Establishing Design Review Board for Horizon Uptown is a document governing property within Horizon Uptown. Copies of the Restrictive Covenants including amendments are delivered to new home buyers when they purchase their homes and are available at any time from the Design Review Board. Each homeowner should review and become familiar with the Restrictive Covenants including amendments. Nothing in these Guidelines can supersede or alter the provisions or requirements of the Restrictive Covenants and, if there is any conflict or inconsistency, the Restrictive Covenants as amended will control.

1.6 Effect of Governmental and Other Regulations. Use of property and any improvements must comply with applicable building codes and other governmental requirements and regulations. For general information about the City of Aurora requirements, homeowners may write or call the City of Aurora Building Department at 303-739-7420 or email

permitcounter@auroragov.org.

Approval by the Design Review Board will not constitute assurance that improvements comply with applicable governmental requirements or regulations or that a permit or approvals are not also required from applicable governmental bodies.

- 1.7 Interference with Utilities. In making improvements to property, homeowners are responsible for locating all water, sewer, gas, electrical, cable television, or other utility lines or easements. Homeowners should not construct any improvements over such easements without the consent of the utility involved and homeowners will be responsible for any damage to any utility lines. All underground utility lines and easements can be located by contacting:  
Utility Notification Center of Colorado 1-800-922-1987
- 1.8 Goal of Guidelines. Compliance with these Guidelines and the provisions of the Restrictive Covenants will help preserve the inherent character and aesthetic quality of Horizon Uptown. It is important that improvements to property be made in harmony with and not detrimental to the rest of the community. A spirit of cooperation with the Horizon Uptown Design Review Board and neighbors will go far in creating an optimum environment, which will benefit all homeowners. By following these Guidelines and obtaining prior written approval for improvements to property from the Design Review Board, homeowners will be protecting their financial investment and will help ensure that improvements to property are compatible with standards established. If a question ever arises as to the correct interpretation of any terms, phrases or language contained in these guidelines, the Design Review Board interpretation thereof shall be final and binding.
- 1.9 Completion of Landscaping. Landscaping not installed by the Builder, including but not limited to landscaping inside privacy fence, shall be completion within one-hundred eighty (180) days after acquisition of such Lot by the homeowner, if said acquisition occurs between April 1 and October 31, or by the following October 31 if such acquisition does not occur between such dates. Should an extension be foreseen due to time of the year, a written notice must be made to the Design Review Board at minimum seven (7) days prior to the expiration of the applicable landscape completion period, at which time the Design Review Board will issue a new time requirement to the homeowner, but in no case later than twelve (12) months after conveyance. Refer to Horizon Uptown Design Standards and Guidelines Volume 5: The Neighborhoods, Chapter 5 Landscape Standards for specific details.

## II. SPECIFIC TYPES OF IMPROVEMENTS - GUIDELINES

- 2.1 General. The following is a listing, in alphabetical order, of a wide variety of specific types of improvements which homeowners typically consider installing, with pertinent information as to each. Unless otherwise specifically stated, drawings or plans for a proposed improvement must be submitted to the Design Review Board and written approval of the Design Review Board obtained before the improvements commence. In some cases, where it is specifically so noted, a homeowner may proceed with the improvements without advance approval if the homeowner follows the stated guideline. In some cases, where specifically stated, some types of improvements are prohibited. If you have an improvement in mind that is not listed below, Design Review Board review and approval is required.

- 2.2 Accessory Buildings. See Sheds Section 2.63.
- 2.3 Additions and Expansions. Approval is required. Additions or expansions must be constructed of wood, masonite, glass, brick, stone, or other material resembling the material used in construction of the exterior of the home. The design must be the same or generally recognized as a complimentary architectural style and meet all design guidelines as may be applicable. Colors must be the same as that of the residence.
- 2.4 Address Numbers. Approval is required to replace or relocate existing address numbers.
- 2.5 Advertising. All trade signs, which includes, but not limited to, landscaping, painting, and roofing, may only be displayed while work is in progress and must be removed upon completion of the job. Realty signs, etc. See Signs. Section 2.65.
- 2.6 Air Conditioning Equipment. Approval is required for all air conditioning equipment including evaporative coolers (swamp coolers) and attic ventilators. No heating, air conditioning, air movement (e.g. swamp coolers) or refrigeration equipment shall be placed or installed on rooftops or extended from windows. Ground mounted or exterior wall air conditioning equipment installed in the side yard must be installed in a manner so as to minimize visibility from the street and minimizes any noise to adjacent property owners and must be screened or enclosed with like materials to the home or with approved plant material.
- 2.7 Alleys. Parking in the alleys is prohibited. Alleys are intended as access to each garage unit and not for storage. Homeowners must keep alleys clear of obstructions. Any trees or plants hanging over a rear fence into the alley must be trimmed back to the fence line. Construction materials, storage bins, ladders, landscaping materials and debris cannot be stored in the alley.
- 2.8 Antennae. Horizon Uptown has adopted the following rules, regulations and restrictions for the installation and maintenance of exterior antennas in the community in compliance with the Federal Communications Commission Rule, which became effective October 4, 1996:
- A. Notification. Before installation of any direct broadcast satellite (DBS) satellite dish that is one (1) meter or less in diameter, multi-channel multi-point distribution service wireless cable (MMDS) antenna that is one meter or less in diameter or diagonal measurement, or television antenna is permitted; the Owner of the property where the antenna is being installed must notify the Design Review Board in writing using a Design Review Request Form.
  - B. Antenna Location. The primary installation location for a DBS satellite dish and MMDS antenna shall be in a location in the backyard that is shielded from view from the street(s) and adjacent residences, provided such location does not preclude reception of an acceptable quality signal.
- 2.9 Awnings. See Overhangs/Awnings Cloth or Canvas Section 2.44.
- 2.10 Balconies. See Decks Section 2.19.
- 2.11 Barbecue/Gas Grills/Outdoor Kitchens/Smokers. All barbecue grills, smokers, etc. must be maintained in the rear yard or within an enclosed structure, not visible from the front of the

home. Additionally, all equipment needs to be placed in a location that does not directly affect the neighboring lots.

- 2.12 Basketball Backboards. No basketball backboards shall be attached to the garage. Only portable basketball backboards shall be allowed and do not require approval if the following guidelines are met: 1) portable units cannot be placed in the public right of ways, alleys, streets, or sidewalks; 2) location must be at least half of the length of the driveway away from the street. This location constitutes proper placement and the unit must be kept in this location and stored out of sight when not in use.
- 2.13 Birdbaths. Approval is not required if placed in the rear yard and if finished height is no greater than five (5) feet including any pedestal. Placement in front or side yard is not allowed. See Statutes and Fountains Section 2.71.
- 2.14 Birdhouses and Bird Feeders. Approval is not required if installed in the rear yard and the size is limited to one foot by two feet. No more than three in number, of each, shall be installed on any lot. A birdhouse or bird feeder, which is mounted on a pole, may not exceed six (6) feet in height.
- 2.15 Carports. Are not permitted.
- 2.16 Clothes Lines and Hangers. Are not permitted.
- 2.17 Cloth or Canvas Overhangs. See Overhangs/Awnings Cloth or Canvas Section 2.44.
- 2.18 Compost. Approval is required. Container must not be immediately visible to adjacent properties and odor must be controlled. Underground composting is not allowed.
- 2.19 Decks. Approval is required. The deck must be constructed of redwood or composite type decking products approved by the Design Review Board. The decking material must be either redwood in color or of a color that matches one of the exterior paint colors or the masonry on the home. Maintenance free (composite) decking products may be used if the decking material is either redwood in color or of a color that matches one of the exterior paint colors or masonry on the home. The deck should be located so as not to obstruct or greatly diminish the view or create an unreasonable level of noise for adjacent property owners.

Construction shall not occur over easements and comply with setback requirements of the Horizon Uptown Design Standards and Guidelines, Volume 5: The Neighborhoods, Section 3.2 Setback Standards for all Lot Types.

Homeowners are reminded that as with redwood, some types of maintenance free decking products may also require periodic maintenance for proper care and to retain the products aesthetic conformity, including but not limited to, fading, warping, etc.

Decks may be finished with Behr Premium Naturaltone Transparent Waterproofing, or similar product in Cedar or Redwood. The deck may also be painted to match the body or trim color of the home.

- 2.20 Dog Houses. Approval is required. Doghouses are restricted to ten (10) square feet and must be located in a fenced back yard or dog run. Doghouses must be installed at ground level and must



not be visible above the fence. Must match exterior of home (wood, brick, stone, etc.) Limit of one doghouse per home/lot. See Fences, Section 2.27.

- 2.21 Dog Runs. Approval is required. Dog runs must be located in the rear or side yard, abutting the home and substantially screened from view by planting fast-growing or mature trees or shrubs. The fencing materials and design shall match requirements of section 2.27 Fences. The dog run fence should be left natural in color and sealed to prevent weathering. In some cases, written consent from adjacent neighbors may be requested. Tarpaulins and chain-link will not be permitted.
- 2.22 Doors. Approval is not required for an already existing main entrance door to a home or an accessory building if the material matches or is similar to existing doors on the house and if the color is generally accepted as a complimentary color to that of existing doors on the house. Complementary colors would be the body color of the house.
- A. Storm Doors. Approval is required for storm doors. Style and colors should be complimentary with the color scheme of the home.
  - B. Security Doors and Windows. All security or security-type doors and windows must be approved prior to installation. No bar style security doors will be permitted.
- 2.23 Drainage. There shall be no interference with the established drainage pattern over any property. The established drainage pattern means the drainage pattern as engineered and constructed by the homebuilder prior (or in some cases, immediately following) conveyance of title from the home builder to the individual homeowner. When installing your landscaping, it is very important to ensure that water drains away from the foundation of the house and that the flow patterns prevent water from flowing under or against the house foundation, walkways, sidewalks, and driveways into the street. The Design Review Board may require a report from a drainage engineer as part of landscaping or improvement plan approval. Landscaping should conform to the established drainage pattern. Sump pump drainage should be vented a reasonable distance from the property line, on the owner's property, to allow for absorption. Adverse effects to adjacent properties will not be tolerated.
- 2.24 Driveways/Driveway Extensions. Changes or alterations will not be permitted; including a pull-off area to the side of driveway or widening or adding to the driveway to allow for additional parking. Parking in rear or side yard is not permitted. Cracked or uneven driveways need to be repaired or replaced and driveways must be kept free of stains, and oil leaks.
- 2.25 Evaporative Coolers. Approval is required. No rooftop or window mount installations are allowed. See Air Conditioning Equipment Section 2.6.
- 2.26 Exterior Lighting. See Lights and Lighting Section 2.42.
- 2.27 Fences. The Board of Directors may issue, from time to time, design guidelines, which address fencing requirements, including without limitation, approved types, heights, materials, locations, and other criteria governing fencing. Refer to Horizon Uptown Design Standards and Guidelines, Volume 5: The Neighborhoods, Section 3.3.9 Fence and Walls for specific details.

All fences must be maintained in good working condition. In the event of a fallen rail or damage to a fence (cracked, leaning posts, etc.), the homeowner must have a contract for repair within

30 days. If the repair cannot be completed within 30 additional days, please contact the Design Review Board to request additional time.

Approval is not required if color and/or color combinations are identical to the original color established on the fence. Any changes to the color scheme or color changes must be submitted for approval and must conform to the general scheme of the community. Cedar or redwood fences may be left in their natural state. Utilize Behr Premium Naturaltone Transparent Waterproofing, or similar product in Cedar or Redwood.

2.28 Firewood Storage. See Wood Storage Section 2.85.

2.29 Flag/Flagpoles. Approval is required for any freestanding flagpole. Approval is not required for flagpoles mounted to the front of the residence if they are temporary in nature and are only used to display holidays or in celebration of specific events. Under no circumstance may the height of the flagpole exceed the height of the roofline of the residence with a maximum length of six (6) feet. No flag shall exceed 20 square feet in surface area.

2.30 Garbage Containers and Storage Areas. See Trash Containers, Enclosures and Pickup Section 2.78.

2.31 Gardens-Flower or Vegetable. Approval is not required for flower or vegetable gardens that do not exceed 100 total square feet. All flower gardens must be weeded, cared for and maintained. Vegetable gardens should be in the rear or side yard and screened from view of adjacent homeowners.

2.32 Gazebos. Approval is required. A gazebo must be an integral part of the rear yard landscape plan and must not obstruct the adjacent property owner's view. A gazebo must be similar in material and design to the residence and the color must be generally accepted as a complementary color to the exterior of the residence. Refer to the City of Aurora for any additional guidelines.

2.33 Grading and Grade Changes. See Drainage. Section 2.23.

2.34 Greenhouses. Approval is required. Generally, greenhouses will be discouraged due to the extensive maintenance required and the overall visual impact to neighboring lots. Approval will be based upon but not limited to general aesthetics, quality and permanence of materials used. Adequate screening will be required.

2.35 Hanging of Clothes. See Clotheslines and Hangers Section 2.16.

2.36 Hot Tubs and Jacuzzis. Approval is required. Must be an integral part of the deck or patio area and of the rear yard landscaping. Must be installed in such a way that it is not immediately visible to adjacent property owners and that it does not create an unreasonable level of noise for adjacent property owners. In some instances, additional plant material, around the hot tub, may be required for screening.

2.37 Irrigation Systems. All homes must have an underground automatic irrigation system installed with the landscape.

2.38 Jacuzzis. See Hot Tubs and Jacuzzis Section 2.36.

2.39 Kennels. Breeding or maintaining animals for a commercial purpose is prohibited. See 2.21 Dog Runs.

2.40 Landscaping. Approval is required. Landscaping not installed by the Builder, including but not limited to landscaping inside privacy fence, shall be completion within one-hundred eighty (180) days after acquisition of such Lot by the homeowner, if said acquisition occurs between April 1 and October 31, or by the following October 31 if such acquisition does not occur between such dates. Should an extension be foreseen due to time of the year, a written notice must be made to the Design Review Board at minimum seven (7) days prior to the expiration of the applicable landscape completion period, at which time the Design Review Board will issue a new time requirement to the homeowner, but in no case later than twelve (12) months after conveyance. Refer to Horizon Uptown Design Standards and Guidelines Volume 5: The Neighborhoods, Chapter 5 Landscape Standards for specific details.

Once installed landscaping must be maintained by the homeowner in a neat, attractive, and well-kept condition, which must include lawns mowed, hedges, shrubs, and trees pruned and trimmed, adequate watering, replacement of dead, diseased, or unsightly materials and removal of weeds and debris.

2.41 Latticework. Approval is required for any type of trellis or latticework.

2.42 Lights and Lighting. Approval is required for all exterior lighting. Exterior lights must be conservative in design and be as small as reasonably practical. Exterior lighting should be directed toward the ground and be of low wattage to minimize the glare to neighbors and other homeowners. Lighting for walkways generally should be placed on wooden standards and lighting fixtures should be dark colored so as to be less obtrusive. The use of motion detector spotlights, high-wattage spotlights or floor lights, ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.) require approval. Any permanent lighting (i.e. jellyfish lights, gemstone lights, etc.) on the home must be off unless it is being used for holiday lighting. For additional information regarding Holiday Lighting see Seasonal Decorations Section 2.61.

2.43 Microwave Dishes. See Antennae Section 2. 8

2.44 Overhangs/Awnings Cloth or Canvas. Approval is required. An overhang should be an integral part of the house or patio design. The color must be the same as, or generally recognized as, a complementary color to the exterior of the residence. Must provide swatch of material to be used. See also, Patio Covers Section 2.46.

2.45 Painting. Approval is not required if color and/or color combinations are identical to the original color established on the home. Any changes to the color scheme or color changes must be submitted for approval and must conform to the general scheme of the community. Refer to Horizon Uptown Design Standards and Guidelines, Volume 5: The Neighborhoods, Section 3.3.8 for specific details.

To submit color changes for the home, submit the Design Review Request Form with the color samples labeled (manufacturer's name and color codes) and painted on a hard surface which is at least 12" x 12", with a picture of the house(s) on either side of your home and a picture of the subject property with indications for where requested colors will be used (i.e. base, trim, etc.) to the Design Review

Board.

- 2.46 **Patio Covers.** Patio covers must be constructed of material consistent with the home and be similar or generally recognized as complementary in color to the colors on the house. Freestanding patio covers may be permitted as well as extensions of the roof.
- 2.47 **Patios (Enclosed).** See Additions and Expansions Section 2. 3.
- 2.48 **Patios (Open).** Open patios must be an integral part of the landscape plan and must be located so as not to create an unreasonable level of noise for adjacent property owners. In some instances, additional plant material, around the patio, may be required for screening. The patio and materials must be similar or generally accepted as a complementary color and design to the residence.
- 2.49 **Paving.** Approval is required. Paving of all walks, patio areas, or other purposes and for all materials used, including concrete, brick, flagstones, steppingstones, pre-cast patterned or exposed aggregate concrete pavers. Asphalt will not be allowed. See Driveways Section 2.24.
- 2.50 **Pipes.** See Utility Equipment Section 2.80.
- 2.51 **Play Structures and Sports Equipment.** Consideration will be given to adjacent properties (a min. 5-foot setback from the property line, for trampolines, swing sets, fort structures, etc.) so as not to create an undue disturbance. In some instances, additional plant material, around the equipment, may be required for screening. Wood structures should be constructed of pressure treated or other weather resistant materials. All play and sports equipment must be maintained in a good and sightly manner. The use of multi-rainbow-colored cloth/canvas tarps is discouraged.
- 2.52 **Playhouses.** A structure more than 24 square feet and/or over six feet high requires approval. The structure should match the home in both color and materials.
- 2.53 **Poles.** See Flagpoles Section 2.29 and Utility Equipment, Section 2.80.
- 2.54 **Pools.** Above ground pools are prohibited. See Hot Tubs and Jacuzzis Section 2.36.
- 2.55 **Radio Antennae.** See Antennae. Section 2.8.
- 2.56 **Rooftop Equipment.** Approval is required.
- 2.57 **Roofing Materials.** Repairs to an existing roof using the same building material that exist on the home, do not require prior approval, however, attention should be paid to avoid color fading discrepancies. Approval is required for replacement of an existing roof with a new roofing material or roof color. Refer to Horizon Uptown Design Standards and Guidelines, Volume 5: The Neighborhoods, Section 3.3.5 Exterior Materials for specific details.
- 2.58 **Satellite Dishes.** See Antennae Section 2.8.
- 2.59 **Saunas.** See Accessory Buildings Section 2.2.

- 2.60 Screen Doors. See Doors Section 2.22.
- 2.61 Seasonal Decorations. Approval is not required if the decorations are not installed more than 30 days before the holiday and removed within thirty (30) days after the holiday. The installation of seasonal decorations on any property owned and/or managed by the Horizon Metro District must first have written consent of the Horizon Metro District.
- 2.62 Sewage Disposal Systems. Are not permitted.
- 2.63 Sheds. Approval is required. Sheds must meet all setback requirements, cannot be installed within any easements, and are only permitted in the back yard. Sheds on the side of homes can be considered if there is a minimum of 5 feet from the side property line to the shed.
- Sheds must be constructed of similar material and style of the existing home. The roofing and siding colors must match the existing home. Additionally, the roof overhangs must match the home (12-inches is typical), as well as a minimum 6-inch fascia width. The pitch of the shed roof must match the home. Building permits may be required by the City of Aurora and need to be submitted with Design Review Request for the request to be considered. No more than one shed will per lot will be permitted.
- 2.64 Exterior Shutters. Shutters should be of a similar material and of a color and design generally accepted as complementary to the exterior of the house.
- 2.65 Signs. One temporary sign advertising a home for sale or lease may be installed in the front yard and must be removed within two (2) days following the closing of the property, termination of the listing agreement, or signing of the lease agreement. All other signs, including address numbers and nameplate signs must be approved. No lighted sign will be permitted unless utilized by the Developer and/or a Builder. Per State Statute, one political sign per political candidate or ballot measure per household may be placed in the front yard of the lot during elections. All political signs must be removed within 48-hours of said election. No signs may be placed on any common or limited common property without the written consent of the Horizon Metro District.
- 2.66 Skylights. Bubble style skylights are prohibited.
- 2.67 Snow. Based on City of Aurora Ordinance, every property owner is responsible with keeping City's sidewalks adjacent to their property free and clear of snow and ice, even though the sidewalks may be behind or outside the rear and side fences and adjacent to streets. Snow and ice must be removed within 24 hours after a snowfall ends, and 48 hours after a snow emergency is declared by the city.
- 2.68 Solar Energy Devices. Device must be integrated into the design of the house to fit flush with the roof surface of the structure. Frame color of the device must match or blend with the roof surface. Owner must provide a drawing showing location of the device on the house including dimensions and color.
- 2.69 Spas. See Hot Tubs and Jacuzzis Section 2.36.
- 2.70 Sprinkler Systems. See Irrigation Systems Section 2.37.

- 2.71 Statues or Fountains. Approval is not required if the statue or fountain is installed in the rear yard and are a height not greater than five (5) feet, including the pedestal. If the statue or fountain is proposed for the front yard approval is required, and the statue or fountain location should be located close to the main entrance of the house.
- 2.72 Storage Sheds. See Sheds Section 2.63.
- 2.73 Sunshades. See Overhangs/Awnings Cloth or Canvas, Section. 2.44 and Patio Covers Section. 2.46.
- 2.74 Swamp Coolers. See Air Conditioning Equipment Section 2.6, Evaporative Coolers Section 2.25, and Rooftop Equipment Section 2.56.
- 2.75 Swing Sets. See Play and Sports Equipment Section 2.51.
- 2.76 Television Antennae. See Antennae, Section 2.8.
- 2.77 Temporary Structures. No structure of a temporary character, including but not limited to, a house trailer, tent, shack, storage shed, or outbuilding shall be placed or erected upon any lot. However, during the actual construction, alteration, repair or remodeling of a structure or other improvements, necessary temporary structures for storage of materials may be erected and maintained by the Declarant or a Person doing such work. The work of constructing, altering, or remodeling any structure or other improvements shall be prosecuted diligently from the commencement thereof until the completion thereof. See Sheds Section 2.63.
- 2.78 Trash Containers, Enclosures and Pickup. Approval is required for any trash or garbage enclosure. Refuse, garbage, trash, lumber, grass, shrub or tree clippings, plant waste, compost, metal, bulk materials, scrap, refuse or debris of any kind may not be kept, stored or allowed to accumulate on any lot except in sanitary containers or approved enclosures. No garbage or trash cans or receptacles shall be maintained in an exposed or unsightly manner (except that a container for such materials may be placed outside at such times as may be necessary to permit garbage or trash pickup.) Trash may be placed on the street for pickup after 5:00 a.m. on the day that such trash is to be picked up. Trash containers must be properly stored the evening of pickup. See Compost Section 2.18.
- 2.79 Tree Houses. Are not permitted.
- 2.80 Utility Equipment. Installation of utilities or utility equipment requires approval. Under the Restrictive Covenants, pipes, wires, poles, utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure.
- 2.81 Vanes. See Weathervanes and Directional Section 2.85.
- 2.82 Vents. See Rooftop Equipment Section 2.56 and Air Conditioning Equipment Section 2.6.
- 2.83 Walls. See Fences Section 2.27.

2.84 Weathervanes and Directionals. Are not permitted.

2.85 Wood Storage. Is not permitted.

2.86 Work Involving Common Areas. Driving of any vehicles, or using wheelbarrows, across Common Area is not permitted. However, when circumstances warrant, the Design Review Board will consider requests provided that prior approval is obtained, and the homeowner advances funds as may be reasonably required by the Horizon Metro District to repair any damage. The actual restoration of the Common Area will be done by the Horizon Metro District.

### III. PROCEDURES FOR DESIGN REVIEW BOARD APPROVAL

3.1 General. All exterior improvements to the house and Lot require written approval in advance before the "Improvement to Property" begins. This section of the Guidelines explains how such approval can be obtained.

3.2 Drawings or Plans. Homeowners are required to submit complete plans and specifications prior to commencement of any work on any improvement (said plans and specifications to show exterior design, height, materials, color, location of the structure or addition to the structure, plotted horizontally and vertically, location and size of driveways, general plan of landscaping, fencing, walls, windbreaks and grading plan, as well as such other materials and information as may be required). In most cases, the materials to be submitted will not have to be professionally prepared by an architect, a landscape architect or draftsman and a simple drawing and description will be sufficient. In the case of major improvements, such as room additions, structural changes, or accessory building construction, detailed plans and specifications, prepared by a licensed architect, may be required. Whether done by you or professionally, the following guidelines should be followed in preparing drawings or plans.

- A. In some instances, elevation drawings of the proposed improvement will be required. The elevation drawings should indicate materials. The drawing or plan should be done to scale and should depict the property lines of your lot, all recorded easements and the outside boundary lines of the home as located on the lot. If you have a copy of an improvement location certificate (survey) of your lot obtained when you purchased it, this survey would be an excellent base from which to draw.
- B. Existing improvements, in addition to your home, should be shown on the drawing or plan and identified or labeled. Such existing improvements include driveways, fencing, walks, decks, trees, bushes, etc.
- C. The proposed improvements should be shown on the plan and labeled. Either on the plan or on an attachment, there should be a brief description of the proposed improvement, including the materials to be used and the colors.  
(Example: Redwood deck, 10 feet by 12 feet with 2-inch by 4-inch decking. Natural stain.)
- D. The plan or drawing and other materials should show the name of the homeowner, the address of the home and a telephone number where the homeowner can be reached.
- E. The proposed improvements must take into consideration the easements, building location restrictions and sight distance at intersections.
- F. Homeowners should be aware that many improvements require a permit from the Building Department. The Board of Directors reserves the right to require a copy of such permit as a condition of its approval.

- 3.3 Submittal Requirements. Once drawings or plans been developed, a submittal to the Horizon Uptown Design Review Board should be prepared. The submittal must contain the following information:
- A. Design Review Request Form (Exhibit A)
  - B. Owner's name, address, email address, and telephone number
  - C. Designer's name, address, and telephone number (if applicable)
  - D. Scale of 1 inch = 10 feet and north arrow
  - E. All existing conditions including house, walks, driveways, patios, decks, walls, plants, trees, drainage ways, property lines, and any easements.
  - F. All proposed landscape planting improvements and landscape features such as walls, patios, structures, hot tubs, gazebos, water features, shrubs, trees, perennial and annual beds.
- 3.4 Review Fee. The Restrictive Covenants authorizes the Horizon Uptown Design Review Board to collect a fee for review the plans of proposed improvements, presently there is no charge for review. The Board of Directors reserves the right to charge a fee to cover the cost of any engineering consulting or other fees reasonably incurred by the Association in reviewing any proposed improvement.
- 3.5 Action by Board of Directors/Horizon Uptown Design Review Board. The Board of Directors or its designated representative will regularly review all plans submitted for approval. The Board of Directors/Horizon Uptown Design Review Board may require submission of additional material and may postpone action until all required materials have been submitted. The Design Review Board will contact you by phone, if possible, if additional materials are necessary or if it needs additional information or has any suggestions for change.
- 3.6 Prosecution of Work. A proposed improvement to property should be accomplished as promptly and diligently as possible in accordance with the approved plans and description. The work must be completed, in any event, within six months. The Design Review Board reserves the right to inspect the work and the right to file a notice of noncompliance where warranted.
- 3.7 Rights of Appeal. A homeowner may appeal to the Design Review Board in the event of adverse action provided such appeals are submitted within thirty days after the applicant received notice of such adverse action.
- 3.8 Questions. If you have any questions about the foregoing procedures, feel free to call the Design Review Board at the phone number and address listed in the introductory part of these guidelines.